



Planning Department

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MEMORANDUM

To: Acton 2020 Implementation Committee

Date: September 23, 2014

From: Kristen Guichard, Assistant Town Planner *KAG*

RE: Working Group Meeting – October 22nd

In preparation for the working group meeting on October 22nd, the Planning Department will prepare the following to assist with facilitation of the meeting. We would like your input and suggestions:

1. Prior to the meeting we will send out an email to various Boards/Committees, addressed to the chairs, as well as community groups who are identified as “lead owners” in the Acton 2020 Plan. We will send the following questions and ask for responses prior to the October 22nd meeting to help facilitate discussion of the meeting:
 - a. What is your committee/board currently working on?
 - b. What plans or goals does your committee/board have for the future?
 - c. What barriers, if any, are prohibiting you from achieving the goals?This message will also serve as an invitation to attend with RSVP.
2. At the meeting, each response will be posted on the wall for display.
3. The following materials will be prepared as handouts:
 - a. 7 Goals of the Acton 2020 Plan.
 - b. Roadmap for Guiding Growth.
 - c. A list of action items by “lead owner” for each respective attendee.
 - d. A contact sheet will be passed around and the sheet will be copied and handed out to each participant to help with communication moving forward.
4. We suggest the meeting be kept informal but structured in the following format:
 - a. A round table discussion, allowing each participant to explain what their committee/board is working on, plans for the future and barriers they are facing, and how Acton 2020 can best help them.
 - b. Acton 2020 Committee members can help highlight endeavors that are aligned with the 2020 Plan as well as help connect endeavors that could be tackled together by more than one committee/board.
5. Identify top items the Acton 2020 Committee can assist implementation, with a specific focus on multi-committee/board/community group efforts.
 - a. Schedule a follow-up meeting no later than 6 months.
 - b. If a successful topic rises quickly and there is strong support, scheduled a meeting sooner and initiate discussion about a taskforce.